REAL PROPERTY SERVICES
2016 SITE PLAN CHECKLIST

All site plans must contain the following items for Real Property review. These requirements are in addition to what may be required by other departments:

Notes: (add to notes section)

1. All crossings and encroachments by private landscape irrigation systems or private utilities into easements and street rights-of-way owned by the City of Aurora are acknowledged by the undersigned as being subject to City of Aurora's use and occupancy of the said easements or rights-of-way. The undersigned, their successors and assigns, hereby agree to indemnify the City of Aurora for any loss, damage, or repair to City facilities that may result from the installation, operation, or maintenance of said private irrigation systems or private utilities.

    Architectural features (i.e. bay windows, fireplaces, roof overhang, gutters, eaves, foundation, footings, cantilevered walls, etc.) are not allowed to encroach into any easement or fire lane.

Legal Description (place on 1st sheet of set):

2. This should be a metes and bounds format for large areas with multiple lots and blocks. It should also reference the subdivision plat name (if a new subdivision plat is being submitted with the site plan). For small sites with just a single lot, use the lot, block, subdivision plat name, and filing number information as your legal description.

Graphic (required on site plan sheet):

3. Lot lines and/or the plat boundary line shall be shown with a **heavy, solid line**. Around the perimeter of the plat boundary or lot lines, show dimensions, bearings, and curve data. This data must match the recorded or proposed subdivision plat information.
4. With dashed lines show all proposed easements (includes fire lanes) and any existing easements which are not going to be released. Show the size, type of easement, and who the easement belongs to (if other than the City). The sizes, labels, and configurations need to match the plat or what is being dedicated by separate document. You do not need to show bearings and distances on easements shown on the site plan.
5. Show the building footprints on all structures. For Real Property purposes, the *footprint* includes overhangs, gutters, eaves, foundations, footings, porches, patios, etc. and should be depicted as if you were looking down from above the structure. *Structures* are defined as anything with a roof, covered and uncovered trash enclosures, kiosks, etc.

6. Not any portion of a structure may encroach into any part of an easement or fire lane. That includes architectural components such as bay windows, fireplaces, roof overhang, gutters, eaves, foundation, footings, cantilevered walls, etc. Plan the placement of your structures accordingly. If we have concerns, we may ask you to show distances from the easement edge to the footprint of the structure.
7. Show a north arrow, ratio, and bar (engineering) scale.
8. Show the names and locations of any existing and proposed streets or alleys which are within the site and abutting the site.
9. Show and label all items which encroach into easements or rights-of-way (i.e. medians, retaining walls, gates, fences, monument signs, trash enclosures, etc.).

No portion of a structure can be in an easement or right-of-way but some types of encroachments are allowed by obtaining a License from Real Property. These are reviewed on a case by case basis and a separate application to Real Property is required. Obtain a copy of the Revocable License (easement encroachments) and License Agreement (City-owned property encroachments) instruction packets, available on line at **www.auroragov.org**. Click on Departments, Public Works, and Real Property Services for further information.